

Outlook Changing Your E-mail Notification

How to Change Outlook E-mail Notifications and make them stay on the screen.

It is possible to have your Outlook E-mail Notifications remain on your screen and function *almost like* GroupWise notifications.

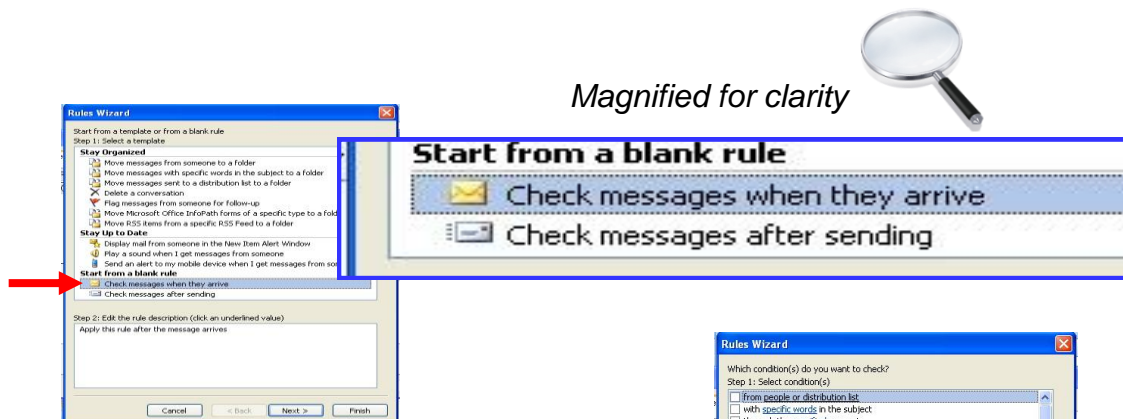
Follow the instructions below:

1. Open **Outlook**
2. Click **Tools** on the menu bar.
3. Click **Rules and Alerts**
4. Click **New Rule** button on the **Rules and Alerts** dialogue box.



The **Rules Wizard** dialogue box will appear.

5. Click **Check Messages when they arrive** (near the bottom of the window)



6. Click the **Next >** button
7. The next Rules Wizard dialogue box will prompt:

“which condition(s) do you want to check”

8. Click **Next >**



When prompted
“This rule will be applied to every message you receive. Is this correct?”

9. Click **Yes**



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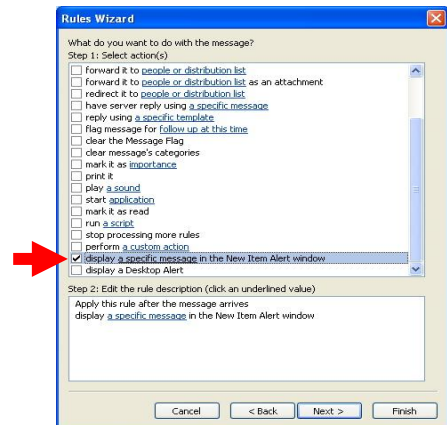
10. The next Wizard dialogue box will prompt:

“what do you want to do with the message”

11. Scroll to the bottom of the options listing.

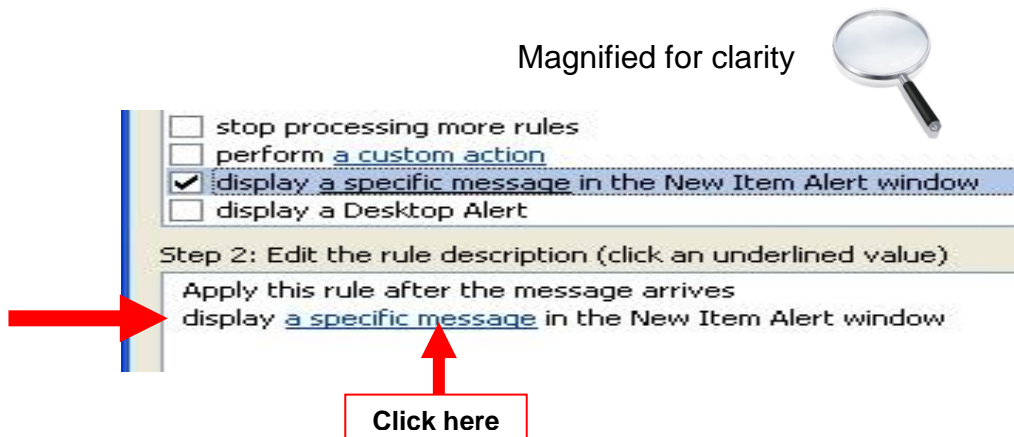
12. Click once to select “Display a specific message in the New Item Alert window.”

Stay on this dialogue box.



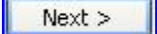
13. Click the 'a specific message' link in the Step 2 pane (just below the options listing) See illustration below.

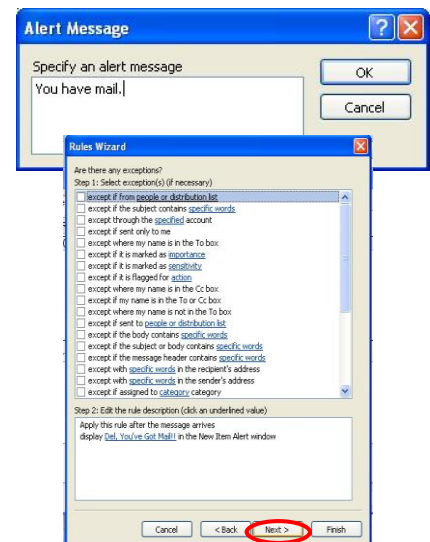
Magnified for clarity

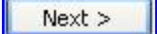


14. Type your alert message text in the Alert Message box . .
Type something like
“*You’ve got mail*”.

15. Click the  button.

16. Click the  button



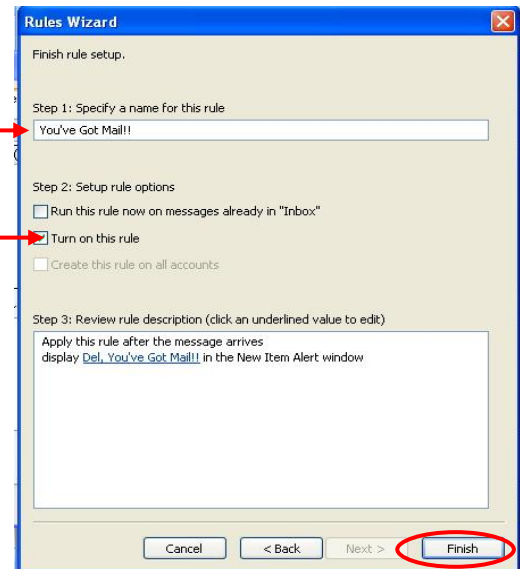
17. Click the  button on the “Are there any exceptions?” Rules Wizard dialogue box.

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The **Rules Wizard Finish rule setup** dialogue box will appear.

(Step 1)

18. Confirm your **alert message text**.

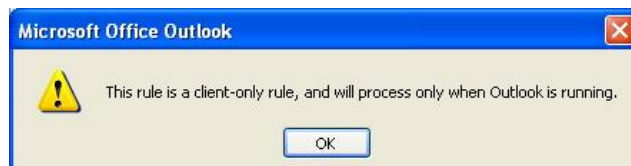


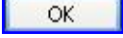
(Step 2)

19. Confirm that **“Turn on this rule”** box is selected.

20. Click the  button.

A **Microsoft Office Outlook** confirmation box will appear.



21. Click the  button to confirm that **you want this rule to run when Outlook is running**.

You'll be returned to the Rules and Alerts dialogue box.

22. Click the  button

23. Click the  button.

This rule will activate and alert you when e-mail messages arrive in your **Outlook Inbox**.

PLEASE NOTE: Outlook must be opened or minimized on your task bar in order for this rule to work correctly.